



## ARIZONA DEPARTMENT OF TRANSPORTATION POLICIES AND PROCEDURES

### PER-15.05 TUITION ASSISTANCE

Effective: July 30, 2004  
Supersedes: PER-15.05 (3/2/01)  
Responsible Office: Organization & Employee  
Development Office (602) 712-7613

Review: July 30, 2005  
Transmittal: 2003-July  
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#### 5.01 PURPOSE

To provide financial assistance for Arizona Department of Transportation employees to attend educational institutions for the purpose of enhancing their career within the department.

#### 5.02 PROGRAM RESPONSIBILITY

The Tuition Assistance Program is administered by the Organization & Employee Development Office located in the Human Resource Development Center.

#### 5.03 POLICY

The Department provides tuition assistance to eligible employees who enroll in and satisfactorily complete eligible course(s) (see section 5.06) offered by accredited institutions.

An employee may receive a maximum of \$621.00 for tuition and \$100.00 for books in any one semester, with a maximum of \$2,200 per fiscal year (July 1 to June 30).

Tuition for courses	\$1 to \$621	per semester
Books	<u>\$1 to \$100</u>	per semester
Total (not to exceed)	\$721.00	per semester

Due to limited funding tuition reimbursement requests will be honored on a first come, first serve basis.

**Students must receive a grade of "C" or better (pass in a pass-fail course) to receive payment for tuition.**

#### 5.04 NON-REIMBURSABLE EXPENSES

- Tuition or books covered by veteran's benefits, scholarships, or similar programs.
- Drafting instruments, calculators or similar personal tools.
- Fees for parking, late registration or similar options.
- Fees for licenses, testing, assessments, lab, software & computer disks.
- Textbook costs exceeding \$100 per semester.
- Tuition costs exceeding \$621 per semester.

- g. Courses not closely related to ADOT business as determined by the Organization and Employee Development Office (See section 5.06)
- h. Any other fees or costs deemed inappropriate for payment under this policy by the Organization & Employee Development Office.
- i. **Courses that do not have a signed Educational Cost Agreement form.**
- j. Electives for degree requirements.
- k. Doctoral or masters dissertations.
- l. Assessment or testing fees for life and professional experience, and credits obtained as a result of assessment testing process.
- m. Religious, wellness, health, and vocational courses.

#### **5.05 ELIGIBLE EMPLOYEES**

- a. Permanent employees with six or more months on the job. Limited position employees with more than a year of expected employment.
- b. Clerical pool, part-time, seasonal, and temporary employees are not eligible for tuition reimbursement.
- c. Employees receiving financial grants or non-repayable assistance from any other institution, organization or government agency may not be reimbursed by ADOT. Employees with student loans or assistance that must be repaid by the employee are considered eligible for tuition assistance.

#### **5.06 ELIGIBLE COURSES**

The course content must provide knowledge and/or skills which will increase the employee's value to ADOT. A course justification may be required and written in the space provided on the back of the Educational Cost Agreement form. The justification must explain, specifically and briefly, how employees will use the knowledge and/or skills learned in the course to enhance the ADOT mission. Requests received without a justification or one that is too general, such as, "I will use what I learned to enhance the ADOT mission," will be returned for more specific justification.

Use the space provided for the justification; do not attach extra pages.

##### **a. Eligible courses requiring justification:**

- 1. **Correspondence courses** offered by institutions accredited by the National Study Council, Regional Accreditation Commissions recognized by the U.S. Commissioner of Education.

Note: Employees should check with Organization & Employee Development in HRDC before registering with a correspondence school.

- 2. **College Courses:** Courses offered by fully accredited degree granting institutions recognized by the United States Commission or Education through Regional Accrediting Associations.

3. **Accelerated College Courses:** Those accelerated programs for attaining degrees within one to two years. Usually consist of concentrated courses that can be completed within 5 to 6 weeks. These courses qualify for reimbursement if they meet the criteria established for all other courses.
4. **Preparation for Technical or Professional Registration or License:** Tuition assistance may be paid for professional review courses from an accredited college or university leading to professional or technical licensing provided that the license is ADOT related AND of value to ADOT mission. The Tuition Assistance Program will not pay for licensing and testing.

b. **Eligible Courses NOT requiring justification:**

1. **Math:** basic math, general math, business math, college algebra, geometry, trigonometry, and calculus.
2. **English:** basic reading, basic writing, business writing, technical writing, technical reading, composition, basic English skills, English as a second language and related classes, sign language.
3. **Spanish, Navajo, Hopi** (any other language deemed useful to ADOT) reading, writing, speaking, translating.
4. **G.E.D.:** All classes
5. **Computer:** basic and intro to computers, DOS, Windows, etc
6. **Emergency Medical Technician Training:** all levels

## 5.07 PROCEDURE FOR REQUESTING TUITION REIMBURSEMENT

### Responsibility

### Action

Employee

1. Before registering for each semester, fill out ADOT Educational Cost Agreement, form ADOT 54-2301 (Exhibit 1, Front).
2. If required, write justification on back of form. Please do not staple a separate sheet with justification to the form.
3. Submit completed form to Organization & Employee Development, 069R, for review and approval or disapproval.

Organization and Employee Development

4. Reviews request. May have phone conversation with employee making request and/or with school or institution to clarify course content or other ambiguous information.
5. If justification is required but not included or inadequate will return unapproved form to employee requesting a satisfactory justification.

6. Will not deny request without discussing with employee making request and Organization and Employee Development.
7. Returns approved or denied copy of request to employee by e-mail or fax.
8. Enters information and amount into computer records.

#### 5.07.1 PROCEDURE FOR RECEIVING TUITION REIMBURSEMENT

Responsibility	Action
Employee	<ol style="list-style-type: none"> <li>1. Send to the Organization and Employee Development Office:               <ol style="list-style-type: none"> <li>(a) <b>ORIGINAL</b> paid tuition receipt</li> <li>(b) <b>ORIGINAL</b> paid book receipt</li> <li>(c) COPY of grade report</li> <li>(d) COPY of original Educational Cost Agreement</li> </ol> </li> <li>2. Deadline is June 20<sup>th</sup>. No exceptions.               <p><b>Note:</b> If originals are not sent, all paper work will be considered incomplete.</p> </li> <li>3. Send completed form and attachments to Organization &amp; Employee Development Office, O69.</li> </ol>
Organization and Employee Development	<ol style="list-style-type: none"> <li>4. Checks all information and forms, verifies, fills out and signs Supplemental Receiving Report (SRR). Keeps copy and computer records of all forms, receipts and transactions.</li> <li>5. Sends signed SRR and attachments to designated person in Accounts Payable.</li> </ol>
Accounts Payable	<ol style="list-style-type: none"> <li>6. Reviews and verifies, corrects or returns to Organization &amp; Employee Development for correction if necessary, SRR and attachments.</li> <li>7. Gives check for approved amount to Organization &amp; Employee Development.</li> </ol>
Organization and Employee Development	<ol style="list-style-type: none"> <li>8. Notifies employee that check is ready for pickup from Organization &amp; Employee Development Office, located in the Human Resources Development Center.</li> </ol>

9. Records and files in employee file all transactions, etc.

**Note:** Employees leaving ADOT employment within twelve months of completing course for which they received tuition assistance will repay ADOT on a pro-rated basis as determined by OED.

**The employee's supervisor is responsible for notifying the tuition administrator at (602) 712-8536 that employee is terminating employment and leaving ADOT.**

Those employees leaving ADOT for employment with any other state agency due to redeployment will not have to re-pay ADOT.

**Note:** Tuition assistance cannot be paid for tuition charges generated in one fiscal year with funds from the next fiscal year.

Exceptions:

- Spring semester grades unattainable until July or August.
- Tuition assistance paperwork passing through an unnecessary bureaucracy and coming to the attention of the tuition administrator after the new fiscal year.
- Incomplete grade at end of spring semester made up after new fiscal year (open entry, open exit courses.)

## ARIZONA DEPARTMENT OF TRANSPORTATION EDUCATIONAL COSTS AGREEMENT

The agreement between applicant \_\_\_\_\_  
and the Arizona Department of Transportation covers assistance for expenses incurred in connection with  
attendance at the following course(s):

Course title(s): \_\_\_\_\_  
Dates of course \_\_\_\_\_ to \_\_\_\_\_  
School or Institution \_\_\_\_\_

COST

AMOUNT APPROVED  
(do not write here)

Tuition fees for course(s) \_\_\_\_\_

Required test books \_\_\_\_\_

**TOTAL COSTS**

My attendance at this course will improve my capability and performance with the Arizona Department of Transportation. If I leave the employment of the Department during the following completion of the course, I agree to repay any educational reimbursement on a pro-rated basis.

I certify that I will not receive educational benefits for any or all costs of this course from any other source.

I have been employed by the Department for six (6) months or more: \_\_\_\_\_  
(Date of Employment)

Applicant's Job Title \_\_\_\_\_

Applicant's Payroll Signature &amp; EIN \_\_\_\_\_

Mail Drop \_\_\_\_\_

Org \_\_\_\_\_

Phone \_\_\_\_\_

Date \_\_\_\_\_

Division \_\_\_\_\_

It is the judgement of the Organization & Employee Development (OED) Office that both the Department and the employee will benefit sufficiently to justify the expenditure of public funds for the above course(s). This request is consistent with Department training policies. The total amount approved for reimbursement is recorded above.

\_\_\_\_\_  
Organization & Employee Development

54-2301 R02/01 (PER-15.05)

Exhibit 1, Front

**TUITION ASSISTANCE POLICY**

- a. ADOT's policy is to provide tuition assistance or reimbursement to eligible employees who enroll in and satisfactorily complete eligible course(s) offered by accredited colleges, and other approved institutions. For complete instructions on tuition assistance and reimbursement, see Administrative Procedure PER-15.05.
- b. An employee may receive a maximum of \$621 for tuition and \$100 for books in any one semester. Semesters are determined by the institution offering the course.

Tuition for courses ..... from \$1 to \$621 per semester  
Books (per semester)..... from \$1 to \$100 per semester  
**Total (not to exceed)                      \$721 per semester**

- c. The following expenses are not eligible for tuition assistance or reimbursement;
- (1) Tuition or books covered by Veteran's Benefits, scholarships, or similar programs.
  - (2) Drafting instruments, calculators or similar personal tools.
  - (3) Fees for parking, late registration or similar options.
  - (4) Fees for licenses, tax, testing, assessments, lab fees.
  - (5) Textbook costs exceeding \$100.00 per semester.
  - (6) Tuition of fees exceeding \$621.00 per semester.
  - (7) Any other fees or costs deemed inappropriate for payment under this policy by the Organization & Employee Development Manager.

Some courses require justification by the employee. A short list is provided below. For more information, see Administrative Procedure PER-15.05.

**Courses requiring justification are:**

Correspondence courses, College courses, Accelerated college courses, Preparation for Technical or Professional Registration or license, and Adult education courses.

**Courses NOT requiring justification are:**

Math, English, Languages, GED, Computer Courses whose title shows direct relationship to classification of requesting employee, and Emergency Medical Technician training.

**Write justification here: (Do not use a separate page for justification)**

Send this completed form to the Tuition Coordinator at the Organization & Employee Development Office (069R). A copy of the approved form will be returned to the employee. Applications disapproved will be returned to the employee with an explanation for disapproval.

Exhibit 1, Back